

**SUMMARY OF THE
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
MARCH 10, 1999**

The Program Policy and Structure (PS) Committee of the National Environmental Laboratory Accreditation Committee (NELAC) met by teleconference Wednesday, March 10, 1999, at 11 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Ms. Pauline Bouchard of the Minnesota Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of this meeting was to review items that had arisen at the Interim Meeting and since then, and to start acting on the items to be finalized prior to the Annual Meeting..*

NEW ISSUES

Glossary

Dr. Tom McAninch will review with Mr. Steve Clark at the next meeting the choices they think the Program Policy and Structure Committee should be proposing for adoption. Dr. McAninch will also search the text of all Standards for any definitions and make sure they are consistent with what is in the Glossary (and include text references). The committee will ask the chairs of the other committees to make sure the definitions being proposed are internally consistent.

Scope

Ms. Anne Rosecrance and Dr. McAninch discussed information they have been sharing including language recommended for Section 1.8.1. The question regarding whether the draft certification document is NELAC or NELAP was brought up. They also questioned the use of the term parameter vs. analyte. It was suggested that there needs to be more discussion about having each accrediting authority develop a minimum set of analytes per method as a floor. Another question is whether accreditation should be given only for analytes for which there is a proficiency test available. With regards to the national database, Mr. Jim Stemmler of the U.S. Environmental Protection Agency (USEPA) will be contacted to see if the national database could contain every laboratory's standard operating procedures (SOPs).

OTHER ISSUES

Agricultural Laboratories

In regards to agricultural laboratories, the question of whether the footnote in Chapter 1 needed to be changed was raised. The committee also needs to know if there are any other questions concerning agricultural laboratories.

Primary vs. Secondary Accrediting Authorities

Questions were raised at the interim meeting regarding the relationship between primary and secondary accrediting authorities. (See action items for the Program Policy & Structure Committee from the Interim Meeting.)

Field Measurements

The issues of whether any new language needs to be proposed regarding a standing field activities committee and if there is other language the committee needs to finalize in preparation for voting were raised. As far as the Tribal Nations being considered as voting members, at the present time that is an issue for the Board of Directors.

USEPA Support for NELAC

The committee, in a joint effort with the Board of Directors, plans to send a letter to the USEPA, emphasizing the continuing need of EPA's support for NELAC. The main focus of this letter would be to emphasize that the 10 years of effort that has been put into NELAC is now beginning to bear fruit, with the accreditation of several states as accrediting authorities.

Membership and Succession

The committee will need to replace two government agency members (currently operating with one missing) and one private sector member. It is requested that committee members be giving some thought to their replacements prior to the next meeting.

NEXT MEETING

The next meeting of this committee will be by teleconference on March 10, 1999, at 11 a.m. EST.

**ACTION ITEMS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
MARCH 10, 1999**

Item No.	Action	Date To Be Completed
1.	Dr. McAninch will review with Mr. Clark choices for the Glossary that the PS Committee should be proposing for adoption.	3/24/99
2.	The committee will contact Mr. Stemmle of USEPA to find out if the national database could contain every laboratory's SOP.	

PARTICIPANTS
Program Policy and Structure Meeting
February 24, 1999

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